

**Proposal Review Committee
January 10, 2019**

Statewide Benefits Office
Enterprise Business Park
97 Commerce Way, Suite 201, Dover, Delaware

Public Session: January 10, 2019 at 9:06 a.m.

The Proposal Review Committee ("PRC") met on January 10, 2019, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, DHR, Director, Statewide Benefits
Laurene Ehemann, DHR, RFP and Contract Manager, Statewide Benefits
Leighann Hinkle, DHR, Deputy Director, Statewide Benefits
Nina Figueroa, DHR, Health Policy Advisor, Statewide Benefits
Emily Thomas, Office of Management and Budget
Victoria Brennan, Office of the Controller General
Molly Magarik, Department of Health and Social Services
Dan Madrid, State Treasurer's Office
Evelyn Nestlerode, Administrative Office of the Courts
Jaclyn Iglesias, Willis Towers Watson
Ari Gonzalez De Leon, Willis Towers Watson

Introductions/Sign In

Ms. Rentz called the meeting to order at 9:06 a.m. Representatives of the Department of Insurance, Delaware State Educational Association and Lt. Governor's Office were not present. With a quorum present, the meeting continued.

Approval of Minutes

Ms. Rentz requested a motion to approve the minutes from the October 31, 2018 meeting of the PRC. A motion was made by Mr. Madrid and seconded by Ms. Magarik. The motion was approved with unanimous voice vote.

Discussion of the Supplemental RFP for a Health Savings Account (HSA) Plan Administrator

Ms. Rentz requested a motion to move into Executive Session to discuss the proposals and interview the third party administrators, Highmark Delaware and Aetna. Ms. Magarik made the motion and it was seconded by Ms. Brennan. The PRC moved into Executive Session at 9:11 a.m.

Adjournment

Upon return to the Public Session and with no further business, a motion to adjourn was made by Ms. Ehemann and seconded by Ms. Thomas. Upon unanimous voice approval, the meeting was adjourned at 3:21 p.m. Please note there were no public attendees.

Respectfully submitted,

Laurene M. Ehemann

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RFP and Contract Manager